



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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| <b>PUBLIC MEETING MINUTES:</b> | <b>REAL ESTATE EDUCATION COMMITTEE</b>                                 |
| <b>MEETING DATE AND TIME:</b>  | <b>Thursday, March 4, 2010 at 9:30 a.m.</b>                            |
| <b>PLACE:</b>                  | 861 Silver Lake Boulevard, Dover, Delaware<br><b>Conference Room A</b> |
| <b>MINUTES APPROVED</b>        | April 1, 2010  |

**MEMBERS PRESENT**

Larry Tims, New Castle County, Professional Member, Chairperson, Presiding  
Dick Brogan, Kent County, Professional Member  
Michael L. McGavisk, New Castle County, Professional Member  
Tim Riale, Sussex County, Professional Member  
Karen Hamilton, Sussex County, Professional Member  
Barbara Mitchell, Sussex County, Public Member

**MEMBERS ABSENT**

Geri Parisi, New Castle County, Professional Member  
Roger Truemper, Esquire, New Castle County, Public Member, Vice Chairperson  
Dee Hake DeMolen, Kent County, Professional Member  
Frani Melda, Kent County, Professional Member

**DIVISION STAFF**

Shauna Slaughter, Administrative Specialist II

**ALSO PRESENT**

Vincent White, DREC Commissioner  
Elaine Woerner, DAR Education Committee

**CALL TO ORDER**

Mr. Tims called the meeting to order at 9:42 a.m.

**REVIEW OF MINUTES**

A motion was made by Mr. Riale, seconded by Ms. Hamilton, to approve the February 4, 2010 minutes as amended. Motion unanimously carried.

**UNFINISHED BUSINESS**

At this time Mr. Brogan provided the Committee with an update on the progress made to revamp the Broker's Core Course. Mr. Brogan advised that they are currently soliciting input from interested parties

and then they will start to put together an updated version of the course to be presented to the Committee for review.

#### Continue CE Audit Review

The Committee reviewed additional documentation submitted by a licensee who was asked to submit more information after the initial audit review. More specifically, the Committee asked for copies of the CE courses she had taken to renew her Pennsylvania license. The Committee determined that nine hours of the CE hours taken for her PA renewal would be acceptable to satisfy the nine hours of elective credit required for her Delaware renewal. The licensee is still deficient due to not having completed the Salesperson Core Course and a legislative update course. Based on the circumstances, the Committee will allow the licensee 60 days to complete the required courses and provide copies of her certificates of completion.

#### **NEW BUSINESS**

##### Review of Letters of Intent and Course Evaluations

All letters of intent and course evaluations were accepted as submitted with the following exceptions:

The NCCBOR 99 Hour Pre-Licensing Course was not acceptable due to the Math instructor's approval expiring at the end of March and the course continuing until May. NCCBOR will be notified that the math instructor cannot teach after March 31<sup>st</sup> until his approval is renewed. Any portion of the course taught while he does not have a valid instructor approval would have to be re-taught by an approved instructor or the participants would not receive credit for the course.

Ward & Taylor and the Association of Realtors School will receive letters reminding them that letters of intent must be received at least seven days prior to the course date. They will be informed that letter received less than seven days prior to the course date will be rejected and they will not be allowed to offer credit for the course.

Kent County Association of Realtors will be sent a letter reminding them to make sure that their course and instructor applications are submitted for approval at least 60 days prior to the date the course will be offered. This will ensure that they have their approval numbers in time to submit the letters of intent in a timely manner.

Due to the various issues that were discovered on the letters of intent, the Committee discussed what they could do to avoid these issues going forward. Mr. Riale made a motion, seconded by Ms. Mitchell, to require that the course providers submit a copy of the instructor approval and course approval letters with their letters of intent. Motion unanimously carried.

##### Review of Course Provider Applications

A motion was made by Mr. Riale, seconded by Ms. Mitchell, to recommend to the Real Estate Commission approval or denial of the following items as noted below. Motion unanimously carried.

###### Course Provider: New Castle County Board of Realtors

|               |   |                 |
|---------------|---|-----------------|
| Course Title: | "You Can't Fix Stupid!" Top 10.5 Ways to be Disciplined | <b>Approved</b> |
| Credit Hours: | 3   |                 |

###### Course Provider: McKissock, LP

|               |  |                 |
|---------------|--|-----------------|
| Course Title: | Business Economics and the Secondary Mortgage Market | <b>Approved</b> |
| Credit Hours: | 3  |                 |

Course Provider: Sussex County Association of Realtors

Course Title: RE Investment Fundamentals **Approved**

Credit Hours: 3

Course Title: Beyond NAR Green **Approved**

Credit Hours: 3

Course Provider: Provest Realty

Course Title: "You Can't Fix Stupid!" Top 10.5 Ways to be Disciplined **Approved**

Credit Hours: 3

Course Provider: Division of Human Relations

Course Title: Annual Fair Housing Training Conference - "New Decade In Fair Housing: Trends in 2010" **Approved**

Credit Hours: 5

Review of Instructor Applications

A motion was made by Mr. McGavisk, seconded by Ms. Hamilton, to recommend to the Real Estate Commission approval or denial of the following items as noted below. Motion unanimously carried.

Gloria Alderman **Approved**

Continuing Education: Professional Enhancement: Real Estate Pre, Current, and Post Foreclosure/Default/Credit & Budget Training for Professionals and Homeowners

Marian Young **Approved**

Continuing Education: Professional Enhancement: Environmental Regulations/ Investigations/Funding & Remediation/Health & Safety Mgmt of Environmentally Contaminated Sites/Brownfields/Asbestos/ Lead/ Mold/ Underground Storage Tanks/Energy Auditing

Carolyn Roland **Approved**

Continuing Education: Professional Enhancement: The Historic Home

Joan Larrivee **Approved**

Continuing Education: Professional Enhancement: Historic Preservation/Tax Credits for Historic Properties/The Historic Home

John Paul Kurth **Approved**

Continuing Education: Professional Enhancement: City Historic Districts/Permitting Process/Overlay Zoning/Neighborhood Development/The Historic Home

Valerie DeFontes **Approved**

Continuing Education: Professional Enhancement: Legal Aspects of Real Estate Contracts/The Sellers Disclosure Form/The Historic Home

Review Student Requests for Approval of Educational Activity

A motion was made by Mr. Brogan, seconded by Ms. Mitchell, to recommend to the Real Estate Commission approval or denial of the following items as noted below. Motion unanimously carried.

Student: Michael Tigie

Activity: Appraisal Courses: FHA Update/Eminent Domain/DE Law, Rules, & Regs/ Unusual Appraisal Situations/National USPAP Update

Credits Requested: 9 Elective

**Approved 3 CE Hours for FHA Update and 6 CE Hours for Eminent Domain = 9 Hours Elective CE**

Student: Lynn Moore

Activity: Appraisal Courses: Introduction to Green Building for Real Estate Appraisers/The Dirty Dozen/DE Law, Rules & Regs/National USPAP Update/Land and Site Valuation  
Credits Requested: 22

**Approved 3 CE Hours for Dirty Dozen and 6 CE Hours for Evaluation = 9 Hours Elective CE**

#### Discussion Regarding Commission Members Receiving CE for Attending Commission Meetings

At the February meeting Mr. White asked that the Education Committee consider making a proposal to the Real Estate Commission to allow Commissioners to receive continuing education credits for serving on the Commission. Mr. McGavisk made a motion, seconded by Mr. Riale, to recommend to the Real Estate Commission to grant the Commissioners one hour of CE per meeting attended during each licensure period and to allow the CE credit to be applied to any CE required for renewal, and that this ruling be retroactive beginning May 1, 2008. Motion unanimously carried. Mr. Brogan stated for the record that he believes that Commissioner's should be exempt from CE.

Mr. McGavisk made a further motion, seconded by Mr. Riale, to recommend to the Real Estate Commission to grant the Education Committee members one hour of CE per meeting attended during each licensure period and to allow the CE credit to be applied to any CE required for renewal. Motion unanimously carried.

#### **Correspondence**

##### Review Tandra Reagan's Resume for Consideration of Appointment to the Education Committee to Fill the Sussex County Professional Member Vacancy

The Committee reviewed Tandra Reagan's resume which was submitted to be considered for appointment to the Education Committee as a Sussex County professional member. A motion was made by Mr. Brogan, seconded by Ms. Mitchell, to recommend Tandra Reagan to the Real Estate Commission for appointment effective April 2010. Motion unanimously carried.

#### **Other Business Before the Committee** (for discussion only)

Mr. White asked the Committee to consider developing a core course to require instructors to take prior to teaching certain courses such as the Salesperson Core Course, or Broker Core Course. It would be like a "train the trainer" course. He believes that this would ensure consistency in the materials that are being taught.

Mr. White asked if the Education Committee has started considering topics for Annual Seminar. The Committee advised that they have not yet started discussing Annual Seminar topics.

Mr. McGavisk initiated a discussion regarding the need to review the mandatory CE courses that are required and possibly add some mandatory CE. Mr. McGavisk proposed that salesperson licensees be required to take a three hour fair housing course and a three hour professional conduct course in addition to taking the Salesperson Core Course, a legislative update course, and three elective credits. Brokers would be required to take the New Broker of Record course, the Broker's Core Course and six elective credits. Mr. Riale made a motion, seconded by Ms. Hamilton that Mr. McGavisk's proposal be forwarded to the Real Estate Commission to request implementation as stated above starting with the upcoming licensure period. Motion unanimously carried.

Mr. Tims advised the Committee that today was Mr. McGavisk's last meeting. The Committee thanked him for his service and dedication to the Education Committee over the last several years.

**Public Comment**

There was no public comment.

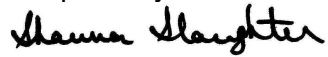
**Next Scheduled Meeting**

The next meeting will be held on Thursday, April 1, 2010 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**Adjournment**

There being no further business, Ms. Mitchell made a motion, seconded by Ms. Hamilton, to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 11:47 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Shauna Slaughter". The signature is written in a cursive, flowing style.

Shauna Slaughter  
Administrative Specialist II